



## INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	INSURANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, November 15, 2010
<b>POSITION TITLE:</b>	Chief, Human Resources Management Division, CEA 2	<b>FINAL FILING DATE:</b>	Wednesday, December 1, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	11152010_2

### POSITION DESCRIPTION

Under the general direction of the Deputy Commissioner, Administration and Licensing Services, the Chief, Human Resources Management Division, is responsible for administering the department's human resources and labor relations programs. This includes, but is not limited to: developing human resources policies and procedures; providing consultative services to the directorate and top administrative staff regarding human resources management policies and procedures; directing, developing and recommending policies and programs as they pertain to personnel operations (selections, classification and pay, transactions), training, labor relations, health and safety, and the Workers' Compensation; representing the department in dealing with control agencies, employee unions, and other State agencies.

This position is responsible for identifying and implementing long-range plans to address the Department's human resource needs, which are required to support the department's mission and Strategic Business Plan. This includes developing and administering an effective departmental classification plan; exploring the use and application of cutting-edge human resources technology; developing partnerships with control agencies and other State departments to collaboratively find human resources solutions which support departmental objectives and strategic outcomes.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Demonstrated experience in, and knowledge of, State personnel management, including: classification and compensation, transactions, recruitment and retention, selection, progressive discipline, training, labor relations, workers' compensation, health and safety.
- Demonstrated management and leadership skills, including the ability to facilitate the establishment and implementation of strategic objectives and priorities to keep pace with changing demands made on human resources programs and services; evaluate the effectiveness of existing human resources management policies, procedures and standards as part of the program's continuous improvement strategies; review and analyze personnel issues and advise management of course of action.
- Demonstrated ability to build cooperative relationships with Department management and State control agencies, particularly with the Department of Personnel Administration, the State Personnel Board, State Controller's Office, CalPERS, Governor's Appointment Desk, and Department of Finance.
- Demonstrated ability to manage and direct implementation of human resources Information Technology system modernization projects. • Demonstrated ability to gain the confidence of the Insurance Commissioner, the Executive Staff, Division and Bureau Chiefs, and officials from other State agencies and provide them with personnel management advice on the most sensitive and complex human resources issues.
- Ability to effectively communicate with others as demonstrated by strong written and verbal communications skills.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Human Resources Management Division, CEA 2**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief Human Resources Management Division, CEA 2, with the Department of Insurance. Applications will be retained for twelve months. The examination process will consist of an application and Statement of Qualifications evaluation. Candidates may be selected for interviews or a final hiring

decision may be made based on the information contained in the application and Statement of Qualifications.

### **FILING INSTRUCTIONS**

Applications must be postmarked no later than Wednesday, December 1, 2010. General questions concerning this announcement or to request an application should be directed to Cecille Ramirez at (916) 492-3295. To request an application and/or copy of this announcement, please call (916) 492-3300.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

INSURANCE, DEPARTMENT OF, Human Resources Management Division  
300 Capitol Mall, Suite 1300, Sacramento, CA 95814  
Cecille Ramirez | 916-492-3295 | ramirezc@insurance.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>